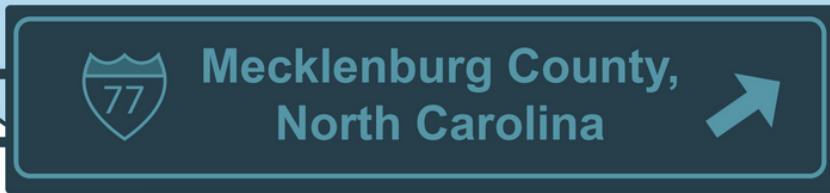


VISITORS GUIDE TO HOSTING SPECIAL EVENTS IN



MECKLENBURG COUNTY
Code Enforcement

WELCOME TO MECKLENBURG COUNTY!



On behalf of the dedicated public servants within Mecklenburg County Code Enforcement, let me be the first to welcome you! We are delighted you are considering hosting your event in Mecklenburg County, whether in Charlotte, the Queen City of the Carolinas, or one of our six picturesque towns.

Business is booming in Mecklenburg County, and the county, city and town governments here share a collaborative vision of a safe and thriving community. We consider ourselves partners with developers and contractors to make achieving code compliance a straightforward, efficient experience.

It is likely that your event will require permits from our division, which is entrusted with ensuring that all building, electrical, mechanical and plumbing work complies with the North Carolina Building Codes. Your event also may require permits or authorization from our partners, including the city or town in which your event is being held, among other authorities.

In order to provide exceptional service to you, the Special Projects Team stands ready to help you get started and guide you through the process. We are committed to ensuring that your event experience is enjoyable and a resounding success!

*Patrick G. Granson, MCP, CBO, LEED-AP
Director, Mecklenburg County Code Enforcement*

MECKLENBURG COUNTY AT-A-GLANCE



Population: > 1 million



524 square miles



7 municipalities:
Charlotte, Cornelius,
Davidson, Huntersville,
Matthews, Mint Hill
and Pineville



largest metropolitan
area between
Washington, D.C. and
Atlanta



home to one of the nation's leading code authorities

ABOUT THE N.C. BUILDING CODES

The North Carolina Building Codes are a modified version of the International Building Code, customized to meet requirements deemed necessary by state authorities. Therefore, event organizers may find permitting requirements for special events in North Carolina are different from other states in the U.S.

North Carolina Building Codes are highly specific and detailed, with the singular focus of saving lives and preventing injury. Code Enforcement provides extensive technical assistance with achieving code compliance, but to ensure success, event organizers should contact the Special Projects Team early and often.

GETTING STARTED

Mecklenburg County Code Enforcement's Special Projects Team issues permits and conducts inspections for most special events in Mecklenburg County.

Obtaining special events permits is a four-step process:

- **Step 1:** Submit special events application, available online at meckpermit.com, and any required supporting materials.
- **Step 2:** Attend a preliminary meeting with Code Enforcement staff. Schedule preliminaries by calling 980-314-3106.
- **Step 3:** Staff begins plan review and permitting (may require additional documentation or adjustments).
- **Step 4:** Successfully complete on-site inspections.

For best results, organizers should closely monitor each step of the process. Some small events may not require Code Enforcement involvement – staff can help determine if this is the case.

The detailed process is at meckpermit.com, but the first step is to

REACH OUT AS EARLY AS POSSIBLE.



Mecklenburg County Code Enforcement
Special Projects Team
Howard Grindstaff, MCP; Team Manager
office 980-314-3171 | mobile 704-330-3961
howard.grindstaff@mecknc.gov

CRITICAL INFORMATION

Mecklenburg County Code Enforcement issues permits for special events, where required, as pertains to the North Carolina Building Codes *only*. **Your event may require additional permits from other agencies**, including, but not limited to, the municipal planning department with jurisdiction over the location, City of Charlotte or Mecklenburg County fire marshal's office, Mecklenburg County Environmental Health, local law enforcement, City of Charlotte Department of Transportation, or other agencies. **The event organizer is responsible for determining what additional permits may be needed and completing those application processes.**



RELATED CONTACTS

The following organizations also may require permits for your event. Please check with them as early as possible. Code Enforcement staff can also help determine which agencies may require permits for your event at the preliminary meeting.

MECKLENBURG COUNTY

COUNTY FIRE MARSHAL

980-314-3070

FireMarshal@Mecklenburg CountyNC.gov
for events outside of Charlotte only

ENVIRONMENTAL HEALTH

980-314-1620

EnvHealth@Mecklenburg CountyNC.gov

CITY OF CHARLOTTE

*ORGANIZERS OF EVENTS HELD OUTSIDE THE CHARLOTTE CITY LIMITS SHOULD
CONTACT THE AUTHORITIES FOR THE APPLICABLE MUNICIPALITY.*

PLANNING, DESIGN & DEVELOPMENT

704-336-6692

CITY FIRE MARSHAL

704-336-2101

TRANSPORTATION (CDOT)

704-336-4119

CHARLOTTE-MECKLENBURG POLICE DEPT.

704-336-7600



MECKLENBURG COUNTY CODE ENFORCEMENT

*a division of the Mecklenburg County
Land Use & Environmental Services Agency*
2145 Suttle Avenue | Charlotte, NC 28208
980-314-CODE | meckpermit.com